

# Avaya™ Modular Messaging

*Quick Check*

## Entering your mailbox

1. Enter MMS access number

No: \_\_\_\_\_

2. Press **#**

3. Enter your mailbox number

4. Enter your password

## Listening to messages



Voice messages **1**

E-mail messages **2**

Fax messages **3**

## While listening to a message

Rewind **1** Quieter **7**

Pause **2** Reset Volume/ **8**

Forward **3** Next Language\*

Slower **4** Louder **9**

Envelope **5** Message start **1-1**

Faster **6** Message end **3-3**

Reset speed **0** Skip **#**

\*If your system supports multiple languages

## After listening to a message



Print **2** Replay **4**

Forward **6** Erase **7**

Reply **8** Skip **#**

## Sending a voice message

2

1. Record message
  2. After recording
  3. Enter address, followed by **#**  
(To spell name, press **#** )
  4. Enter another address?
  5. After addressing
  6. Send
-  To cancel recording
-  To mark as urgent

**#**

**#** **#**

**#**

**\***

**2**

## Changing your settings

4

Greetings **1**

Password **9**

## Shortcuts

Cancel/Return to Menu/Exit

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Finish/Skip

**#**

Bypass system greeting

**#**